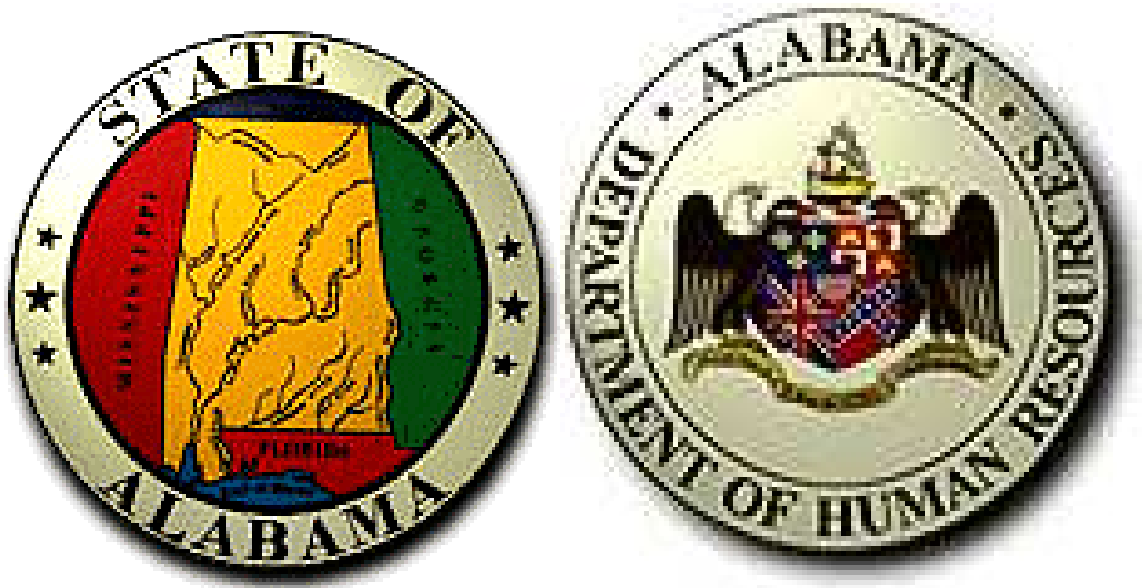# Users Guide

For

Interstate Compact
on the
Placement of Children
(ICPC)

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Program Startup

The program starts by displaying a form which asks the user for a user id and a password. After entering this information, the user pressed Enter to proceed into the program. If the user id and password are correct, the active cases for this user are displayed on the case grid. If the user information is not correct, an error message is displayed and the user is given another opportunity.

If the user realizes that she does not know her user id or password, she should contact her supervisor. At this point, she should exit the form by pressing the Esc key.

Case Grid

After the user identifies herself, the program begins with the display of a grid showing the active cases for the current user. This form contains a number of menu options, tab controls, and search features for the filtering of cases. Starting from this form, cases may be entered, viewed and modified. Various documents concerning a case may be printed from this form.

At the lower left corner of this form, there are four combo boxes which may be used to search for cases. These are labeled View Cases For:, Case Status:, Children: and Resources. Information entered into these boxes is used to retrieve the desired list of cases.

The View Cases For drop down box lists the users who have access to the system. Selection of a user results in the display of only those cases owned by the user. All Workers may be selected to retrieve cases regardless of their owner. Similarly, the Case Status drop down box may be used to select All, Open, or Closed cases. Only cases with the selected status are displayed on the form.

The Children drop down box may be used to locate cases containing a specific child. Enter a part of the child's name in this box and click the List Children button. This results in the listing in the drop down box of all children whose name contains the partial name. Selection of a child from this list results in the display of his or her case. The Children box may be cleared by clicking on the Clear Children button.

The Resources drop down box works similar to the Children. Cases may be selected based on the Resource name. Enter into the Resources drop down box the partial name desired and click on the List Resources button to populate the drop down box with all resources whose name contains the partial resource name. Selection of a name from this list results in the display of the case for that resource.

Since the Paradox system did not contain an indicator that the case had been closed, the data migration software could not differentiate between open and closed cases. Originally, all cases were migrated as open. However, this resulted in unacceptable performance of the software. Subsequently, all cases on the new ICPC system were marked as closed. When a case worker needs one of these cases, she may search the closed cases, preferably specifying a child or resource name. This name will substantially speed up the search for the case. If the case worker enters a request for closed cases or all cases without specifying a name, this may result in a time delay of a minute or more. When this search is requested, a message is displayed warning the case worker of this concern and asking if she wants to proceed. If the response is yes, the search proceeds. During this time, the mouse cursor changes to an hour glass, changing back to a pointer when the search finishes.

Printed Forms

Form 100A

This form gives notice of intent to place a child across state lines. It is prepared by a prospective sending agency or state and routed to the Compact Administrator in the receiving state.

Creation of a Form 100A results in a new case being created in ICPC which will be displayed on the Case Grid in the list of selected cases. When a Form 100A is created, the user has the opportunity to enter information for the case itself, the child and the resource which will be responsible for the child.

A new Form 100A may be created by selecting Case from the menu bar, followed by New and Form 100-A. This initiates a series of forms by which the user enters information concerning the case itself, one or more children, and the resources assigned to the case.

The first form allows the user to enter the case information. This includes the sending and receiving agencies, the other state's case id number, if present and the other state's compact administrator and telephone number. Case priority is set to Normal, Expedited Adoption or Priority 7. The case worker is set to the current user, but it may be assigned to another worker. The date of receipt for the open date of the case defaults to today, but it may be changed as well. The user then selects the type of care for the case and clicks next.

If the user selects Residential Placement or Adoptive - International as the type of case, the software does not produce a case, but places an entry in a log. This processing is described below.

The second form allows the user to enter the child information. This includes the child's name, social security number, date of birth, sex, racial origin, Hispanic ethnicity, mother's name and social security number and father's name and social security number. The child's legal status is populated but may be changed with a drop down box. The planner name, telephone number and address may be entered followed by the financier name, telephone number and address. This is followed by Title IV-E eligibility, SSI Benefits and ICWA eligibility. Note that after entering the child's date of birth, the system calculates the child's age and displays it next to the date of birth. After all information for the child has been entered, the user clicks Next to proceed to the next form. Note social security numbers and telephone numbers are to be entered without dashes or other punctuation, which will be inserted by the system. Also, entry of information into the planner area automatically populates the financier to the same values. Financier information may then be changed, if desired.

The third form allows the user to enter the resource information. This includes the resource name and, optionally, two social security numbers.   This is followed by the address, city, state and zip code of the resource. Then the user may enter resource type, relationship to child, and any comments that are desired.

The fourth form allows the user to enter information concerning the services that are requested for this case. This information includes the initial report requested, the supervisory services requested and the supervisory reports requested. Initial report indicates the type of care, supervisory services indicate the agency responsible for supervising the case and supervisory reports indicate the frequency of the reports. The bottom of this form allows the user to indicate the enclosures that are on file with the Form 100A.

Upon completion of the fourth form displayed in the creation of a Form 100A case, the user selects Save to save the case.

At this point, the system asks the user if there are additional resources for this child, to which the user may answer Yes or No. If the answer is Yes, the resource form is displayed so that the user may enter additional resources for the child. Otherwise, the system asks the user if there are additional children to be added to the case, again, the user may answer Yes or No. If the answer is Yes, the children form is displayed so that the user may enter additional children for the case. Otherwise, the system takes the user back to the case grid, asking the user if she wants to print a transmittal form at this time, again giving the user the opportunity to answer Yes or No. If the answer is Yes, the transmittal entry form is displayed, allowing the user to enter information for a transmittal for this case.

At this point, the case has been created and will appear on the case grid form. Also, the children and resources associated with the case have been created.

As noted above, case types of Residential Placement or Adoptive - International result in log entries instead of regular cases. These do not appear on the case grid screen, but on grids that may be accessed from the Case Logs menu item. Each of these case types, along with Protective Service Alerts, results in a case log grid being displayed.

The following form is displayed as a result of choosing Residential Placement Case type:

The user may fill in the desired information and click Save to save the log entry in the ICPC data base.

A request of case type Adoptive - International also results in a log entry instead of a case which appears on the case grid. The International Adoption data entry screen is as follows:

Again, the user may fill in the desired information and click Save to save the log entry in the ICPC data base.

Cases entered as Residential Placement or Adoptive – International may be viewed by selecting Case Logs from the menu at the top of the ICPC form, and then selecting the desired entry.

The Residential Placement log is shown here:

The Adoptive – International log is shown here:

Form 100B

This form is completed by the sending agency or state to notify the receiving state of the placement of a child. It is also used to notify the receiving state compact administrator of any change in the child's status.

A new Form 100B may be created by selecting a case from the case grid, then selecting Case from the menu bar, followed by New and Form 100-B. This initiates a series of forms by which the user enters information concerning the child's placement status.

A Form 100-B must be created for a child on a case before letters may be sent concerning the child. These letters are discussed later in this users guide. If no Form 100-B has been created prior to creating the letter, all information concerning the child will be blank on the letter.

The child's name and date of birth, his or her parent's information, along with the sending and receiving states are populated with information from the case. The user may indicate that this is an initial placement or a placement change. In either case, the system populates the name of the resource, the address and the type of care. Selecting Next from this form causes the next form to be displayed.

In this form, the user has the opportunity to enter information concerning the child's placement, mostly in the form of clicked boxes. After this has been done, the user clicks Save to save the current state of the child's placement.

If the resource has not been approved as a placement resource, the user is notified and asked if there is a valid Form 100A supporting this resource. The user may enter Yes, No, or Cancel. A response of Yes results in the display of a dialog form. This form requests of the user the decision of acceptability and the date of this decision.

At this point, the user is asked if a Form 100B should be printed. A response of Yes returns the user to the case grid form and displays a Form 100B over it ready to be printed. Click on the printer icon in the upper left corner to print the form. When the printing is complete, click on the X in the upper right corner to close the print form and return to the case grid.

Transmittal

This is a checklist type of document that is completed by the Compact Administrator or Program Specialist that indicates information being provided or information being requested to/from another state or agency.

The Transmittals area of the menu is not enabled until the user selects a case from the case grid. At this point, she may request the display of the transmittal history for the case or a blank transmittal form.

If a blank transmittal form is requested, she enters the desired information into the form. There is an Additional Comments control at the bottom by which the user may enter comments, carbon copy to information or carbon copy memo information. When all information is entered, she may select Print/Review or Save. If Print/Review is selected, a form is displayed that may be printed by the selection of the print icon. If Save is selected, the user is asked if the transmittal form should be printed. If the answer is yes, the transmittal is printed and the user is returned to the case grid. Otherwise, a No answer simply returns the user to the case grid form.

Form 100C

This is a quarterly statistical report which is prepared by a state ICPC office that provides information on the placements into another state. The information is provided to the ICPC Secretariat of the APHSA.

This form is produced by selecting Reports from the menu followed by Form100C. This results in a dialog form from which the user may select either a reporting quarter or a date range which determines the reporting period. This causes the display of the Form100C form, which may be printed by clicking the printer icon in the upper left corner. Close this form with the X in the upper right corner.

Form 100D

This is a quarterly statistical report prepared by a state ICPC office that provides information on placements made by other states into their state. It is provided by the ICPC Secretariat of the APHSA.

This form is produced by selecting Reports from the menu followed by Form100D. This results in a dialog form from which the user may select either a reporting quarter or a date range which determines the reporting period. This causes the display of the Form100D form, which may be printed by clicking the printer icon in the upper left corner. Close this form with the X in the upper right corner.

Form Tabs

Selected Cases

This form shows a list of cases. Originally, it displays the open cases for the worker who has signed on. The worker and case status may be changed using drop down lists at the bottom of the grid. When one of these values changes, the message changes to indicate the new values. The upper right portion of the grid contains a message displaying the number of cases currently displayed.

In addition to selection by case worker and case status, case searches may be performed by child or resource name. Entry of a partial name in either of these areas, followed by clicking on List Children or List Resources results in a list of names in the appropriate drop down box containing the partial name. Clear Children or Clear Resources will clear the appropriate drop down box.

In both the tabs and the menu items at the top of the form, there are several items that are not available until a case is selected with a left click. This is because these features are dependent upon a specific case, and are meaningless until a case is selected. Also, once a case is selected, the user may right click on the case to view a pop up menu with the same items as the Case item from the main menu.

The case grid displays a small amount of information about each case on the list. In order to view or edit all information on a case, the user has several options. A double click on a case will cause the display of the Case Detail form, described below. The Case Detail form may also be displayed by left clicking on a case in the case grid and selecting the Case Detail tab.

Case Detail

The Case Detail form displays the detailed information on a case, separated into three areas. These areas include the case itself, the children associated with the case and the resources associated with the case. To edit the information in any of these areas, double click on the area, making sure that the mouse cursor is not on any specific item within the area. This will cause a form to appear displaying the information in a form which may be edited.

Case Information

This area displays the case information, including the sending and receiving states, the case contact, and the type of care required by the case. Editing this information allows any of it to be changed. Also, the case may be assigned to another worker. After the editing is complete, the changes may be made permanent by clicking Save or withdrawn by clicking Cancel. The case may be marked as closed or deleted from the data base by clicking Close Case or Delete Case, respectively.

Note that a closed case may be reopened. This is accomplished by first viewing the case on the case grid form. Selecting case status of either Closed or All will cause closed cases to display. At this point, there are two methods of reopening the case. The user may select the case with a left click and use menu items Case and ReOpen, or follow the left click on a case with a right click and select ReOpen from the pop up menu. A case is closed by setting the close date to the date of closure.

Note also that a case which is deleted from the data base cannot be recovered.

Child Information

This area displays the child information. This includes information on the child and the names and social security numbers of his or her parents. It also lists the child's legal status, Title IV-E status, and whether the child qualifies for SSI or ICWA. The case planning and case financier information are displayed in the child area. Also, the resource with whom the child was placed and the date of placement is shown.

If the case involves multiple children, the displayed child's name appears as the selected entry in a drop down box, with the rest of the children as entries in the box. The selection of one of these children names will cause the information for that child to be displayed.

The child area initially displays the resource with which the child was placed and the date of the placement. If the user selects another resource, these fields are not displayed in the child area.

The child information may be edited by double clicking in this area, making sure that the mouse cursor is not on a data item. This results in the display of a form that allows for data entry into each of these fields. Changes may be made permanent by clicking the Save button or backed out by selecting the Cancel button.

This child may be deleted from the data base or additional children may be added to this case by clicking the Delete Child or Add Child, respectively. Deleted children are permanently removed from the data base. Closing a child results in the child's active flag being set to zero.

Resource Information

This area displays the information for the resources on the case. This includes the resource name, social security number and address. It shows the type of resource and the relationship to the child.

Under Services Requested, the form shows the report requested, the supervisory services required, the report frequency, the supervising agent and the date and result of the decision. To edit this information, double click on the resource information area. Be sure to place the mouse cursor on an area outside of a data field.

If the case involves multiple resources, the displayed resource's name appears as the selected entry in a drop down box, with the rest of the resources as entries in the box. The selection of one of these resource names will cause the information for that resource to be displayed.

The resource area displays an icon saying Placement Decision Required if no placement decision has been reached for this resource. If this is the case, the resource information must be edited to specify the Form 100A Decision and the Decision Date.

The resource area initially displays an icon saying Placement Resource to indicate that this is the resource with whom the child was placed. If the user selects another resource, this icon is not displayed. Also, if the resource name is changed, the Placed With and Placement Date in the child area no longer appears.

The resource edit form allows the user to update the information for the resource. The user may back out the changes by clicking on the Cancel button or save the changes by clicking the Save button.

Resources may be deleted or closed by clicking the Delete or Close Resource button. A deleted resource is permanently removed from the data base. A closed resource has its active indicator set to zero.

Activity Notes

The user may enter activity notes for a specific case. This note includes a caption and a more verbose information section. The system also keeps the user entering the note and the date upon which it was entered.

The form consists of a grid at the top of the form similar to the grid on the case form. Clicking on a note on this grid causes the information on the note to be displayed below. Buttons exist at the bottom of the form to Add a new note, Edit the currently displayed note, or delete the currently displayed note.

Things To Do

This form is similar to the Activity Notes form. It lists task descriptions and task details. It also lists the start date, the due date, the priority and status of the task. When the user clicks on a task on the grid, the detail information of the task is displayed below.

Buttons appear on the form that allow the user to Add new tasks, edit the currently displayed task, or delete the currently displayed task.

A calendar appears to the left of the detail area for the tasks. If the mouse cursor is on a date field, such as Start Date, Due Date or Completed On, a date selected from the calendar will populate the current field.

Alerts

Some user actions generate alerts to remind the user of important events. These alerts may be viewed on a case basis in the Alerts form. There is a grid at the top of the alert form which is similar to the grids on the other forms which displays some of the information for the alert. Clicking on an alert causes detailed information to appear below.

An alert consists of a short caption and a more verbose message for the alert. The alert contains the date and time that the alert will become effective along with the priority of the alert and the worker assigned to the case.

There is an Add button at the bottom of the form by which the user may add new alerts for this case. Also, the user may edit the currently displayed alert by clicking the Edit button or delete the currently displayed case by clicking the Delete button.

There is a calendar at the bottom of the form to the left of the alert detail area. The user may use this calendar to select dates when editing an existing alert or adding a new alert. Place the mouse cursor on the desired date field, select a date from the calendar, and the date field will be filled with the date selected.

Contacts

The user may maintain an address book using the contacts form. Similar to the other forms, there is a grid at the top of the form displaying some of the information for a contact. When a contact is selected with a left mouse click, the detailed information for the contact is displayed on the bottom of the form.

Directly under the contacts grid is a list of letters that may be selected. Selection of a letter will cause the grid to list only those contacts whose last names begin with that letter.

The detailed area of the form contains buttons to Add new contacts, Edit the currently displayed contact, or Delete the currently displayed contact.

Menu Items

File

Exit

This menu feature is used to exit the program. Alternatively, the user may press F12 at any time to exit the program.

Case

New

This menu feature is used to initiate new forms. Form 100-A generates a form that will create a case upon the receipt of a Form 100-A. Form 100-B and Transmittal are used to create forms for an existing case that was selected from the case grid.

Form 100-A

This feature allows the user to create a new case reflecting the receipt of a Form 100-A. The Form 100-A is described in more detail above.

Form 100-B

This feature allows the user to create a new case reflecting the receipt of a Form 100-B. The Form 100-B is described in more detail above.

Transmittal

This feature allows the user to create a new case reflecting the receipt of a Transmittal form. The Transmittal form is described in more detail above.

Edit

This feature allows the user to display the Case Detail form in edit mode. Subitems on this menu item include Case, Children, and Resource. Editing of these areas is explained in detail above.

Case

Sends the user to the Case Detail form to edit the case information.

Children

Sends the user to the Case Detail form to edit the child information.

Resource

Sends the user to the Case Detail form to edit the resource information.

Close

This feature allows the user to close the currently selected case. This feature is explained in more detail above.

ReOpen

This feature allows the user to reopen the currently selected case which has been closed previously. This feature is explained in more detail above.

Delete

This feature allows the user to delete the currently selected case. This action removes the case from the data base and may not be undone. This feature is explained in more detail above.

Options
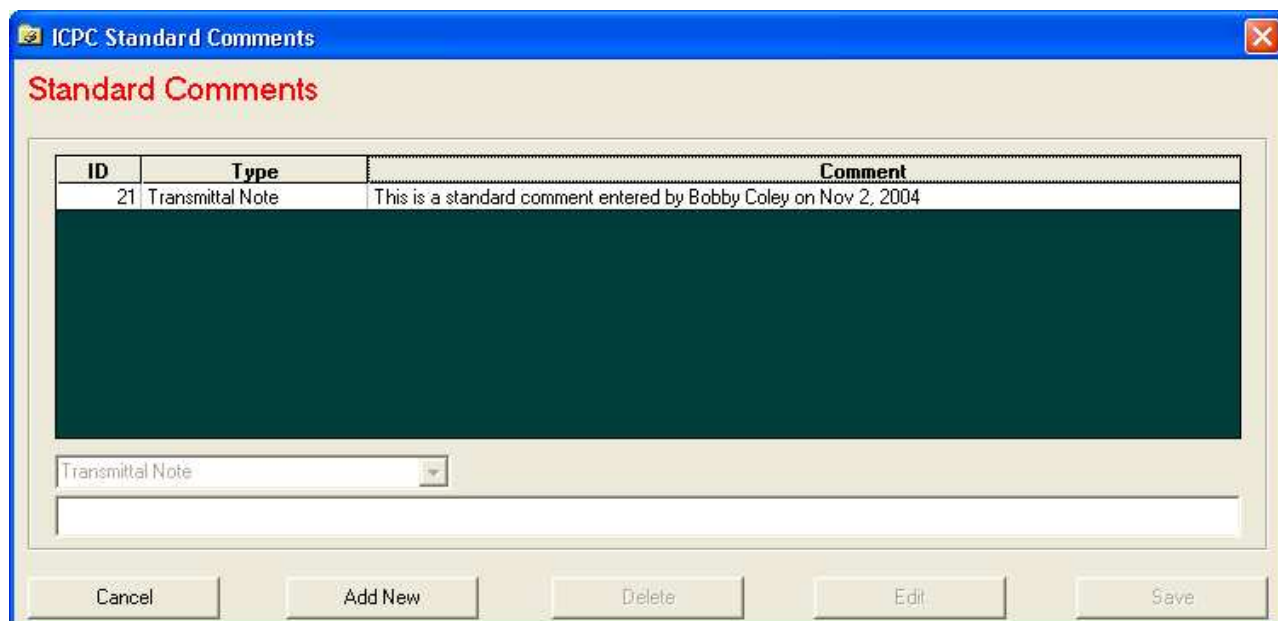
Alert Defaults

This feature displays a form which allows the user to enter numbers of days that are used to set alerts, that are explained above.   A sample of the form follows:

Standard Comments

The user may use this feature to enter and later view any comments that she desires. The form is similar to the other forms in that it consists of a grid from which a comment may be selected. The detail area of the comment is displayed below. The user has the ability to Add a new comment or to Edit or Delete the currently displayed comment.
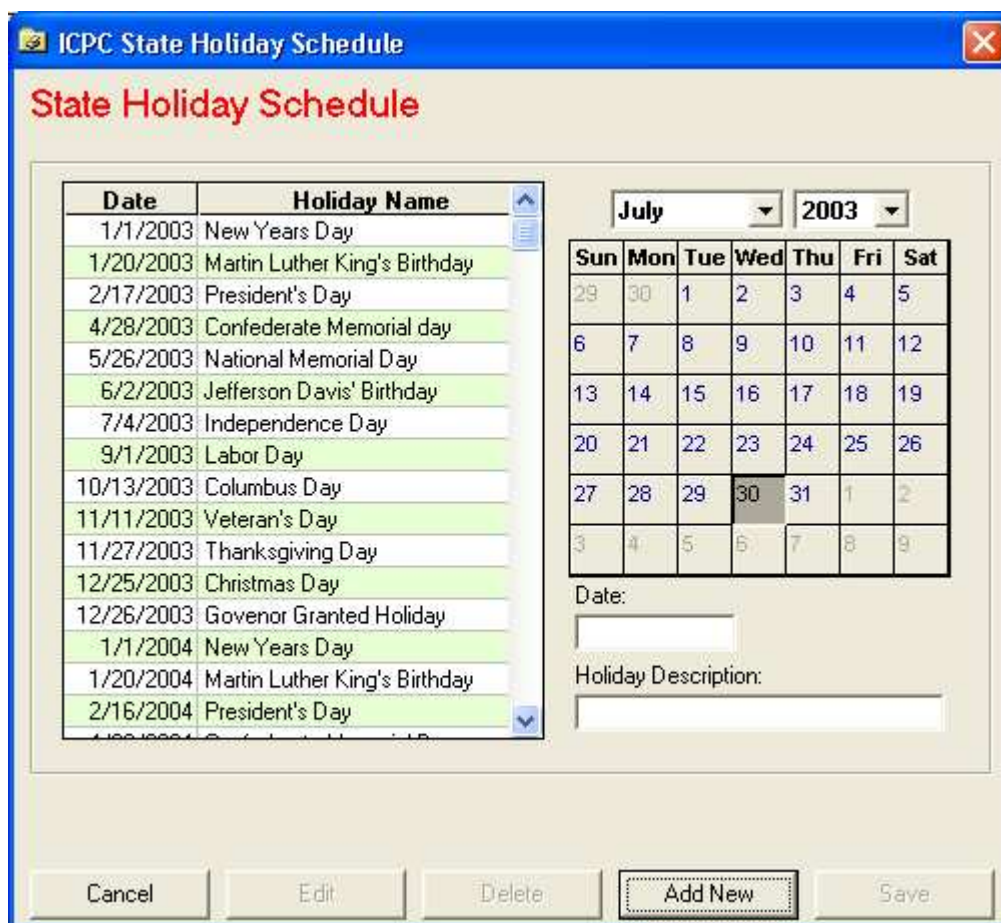
Holiday Schedule

Restricted to employees who are defined as Managers or Administrators, this feature allows the entry of state holidays for the current year. New holidays may be added, or the currently displayed holiday may be edited or deleted. A calendar appears on this form to assist in the entry of dates. Place the mouse cursor on the date field, select a date from the calendar and the date field will be set to the calendar date.

Employees

Restricted to employees who are defined as Managers or Administrators, this feature allows the maintenance of the case worker information for ICPC. Case workers may be added or deleted, and information for a case worker may be changed using this form.

Form100A

This menu option handles Form 100-A, as described in detail above.

New Case

Print Current Form 100-A

A sample Form 100A is shown below:

Form100B

This menu option handles Form 100-B, as described in detail above.

History

New Form100B

A sample Form 100B is shown below.

Transmittals

This menu option handles transmittal forms, as described in detail above.

History

Blank Transmittal Form

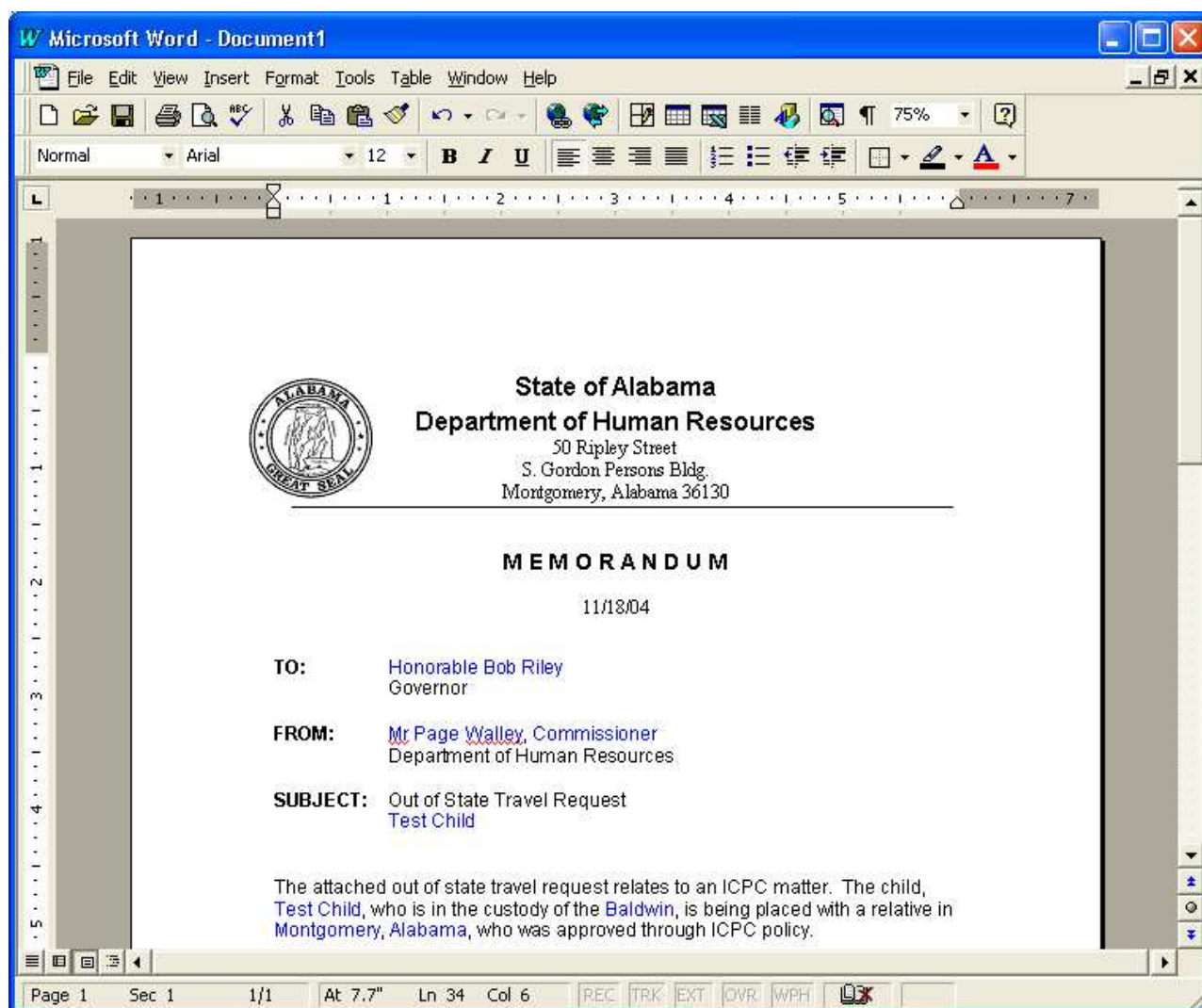A sample of the Transmittal report follows:

Letters

This menu option is used to produce several letters. Prior to creating a letter, a Form 100-B must be created for the child.
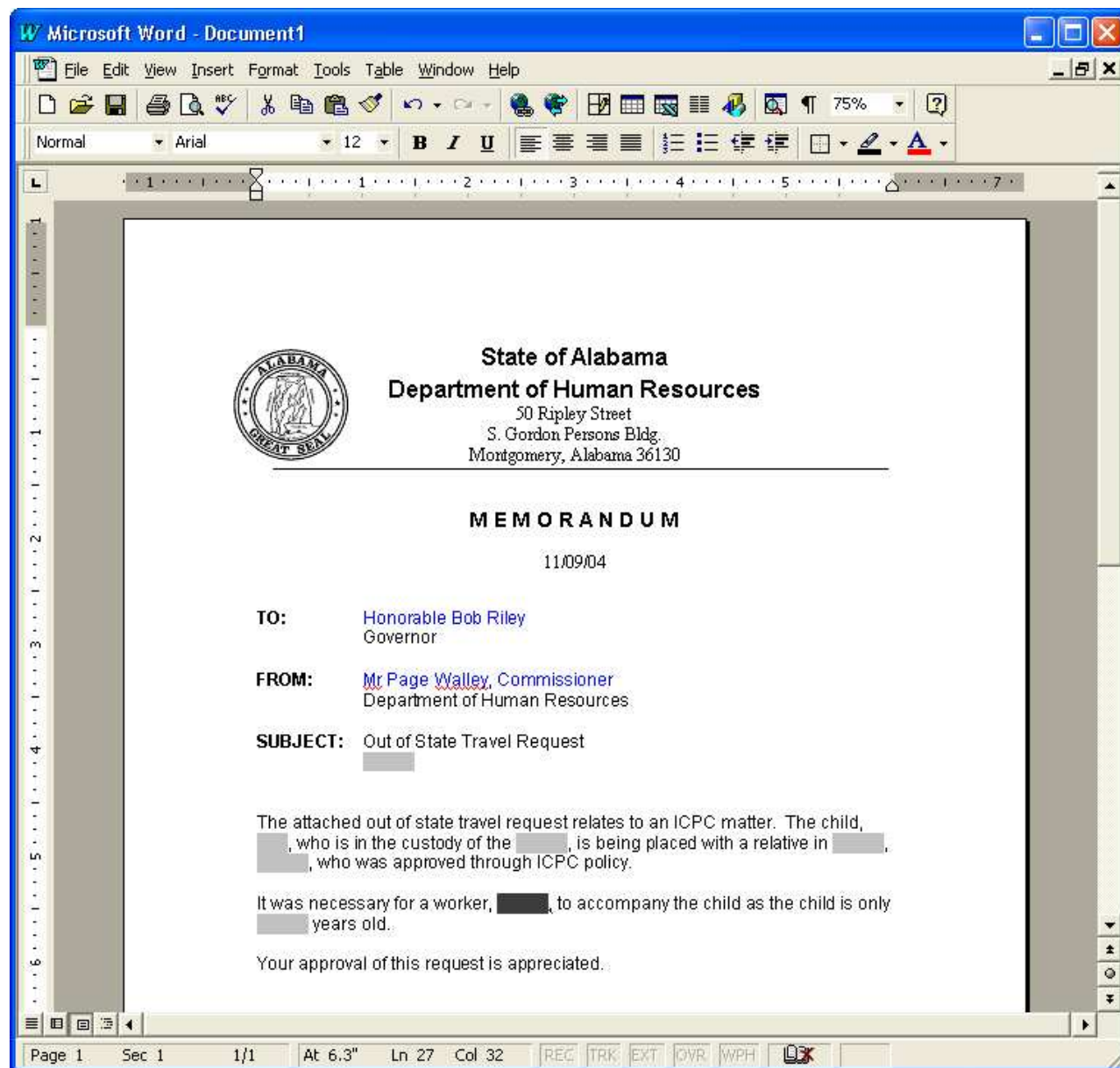
Travel Request – Child Only

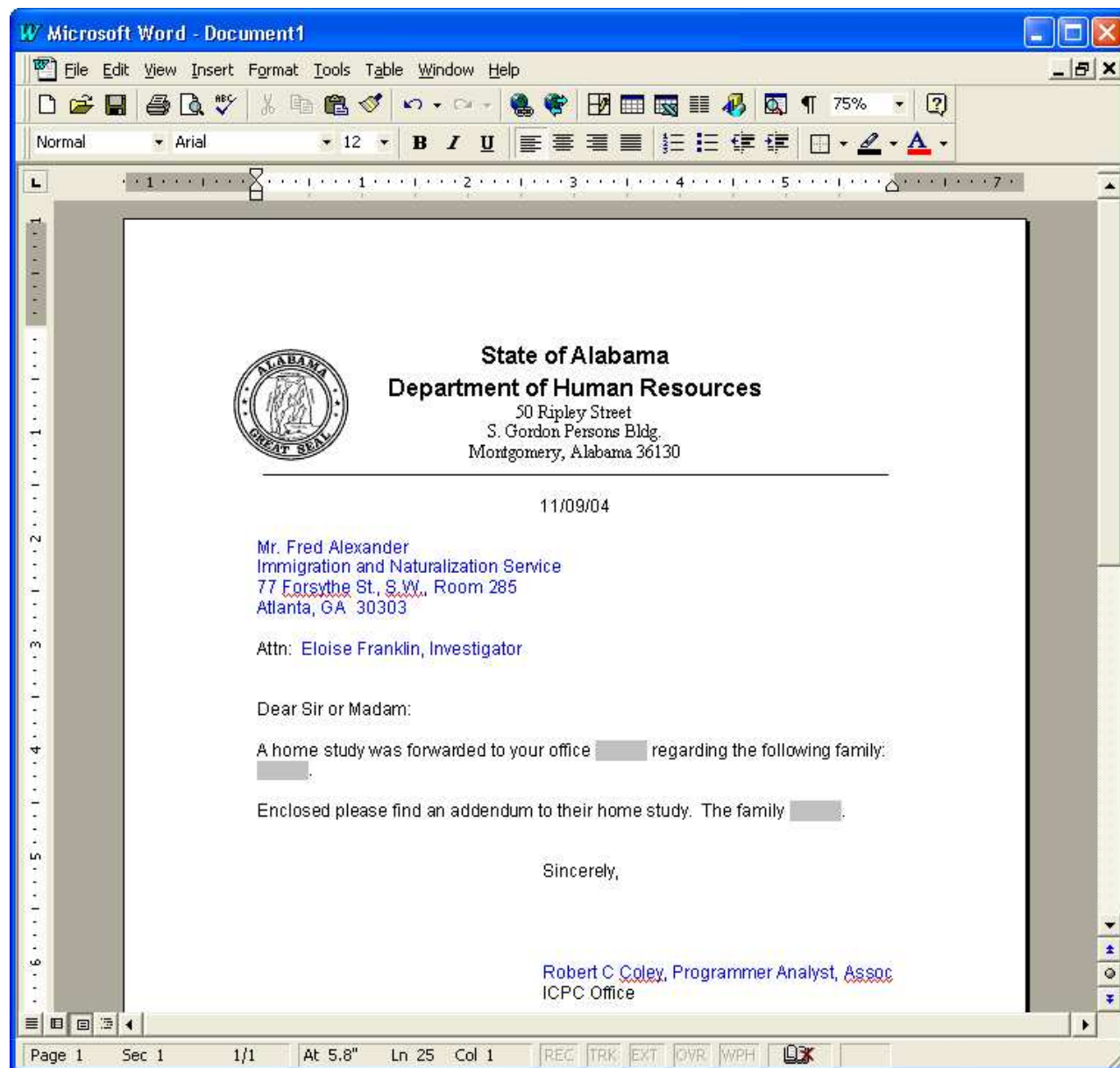A sample of this letter follows:

Travel Request – Child With Case Worker
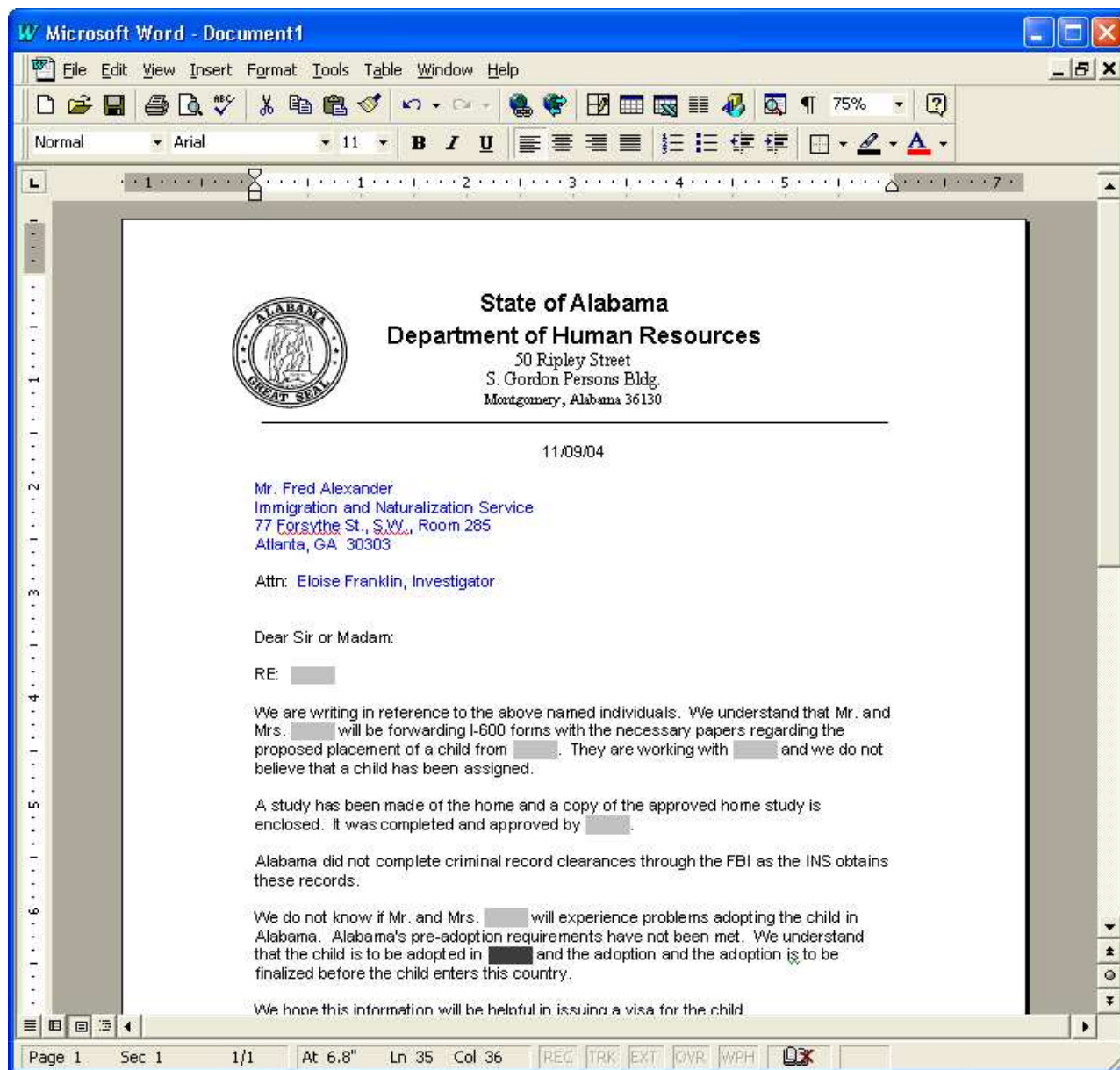
A sample of this letter follows:

INS – Change in Study
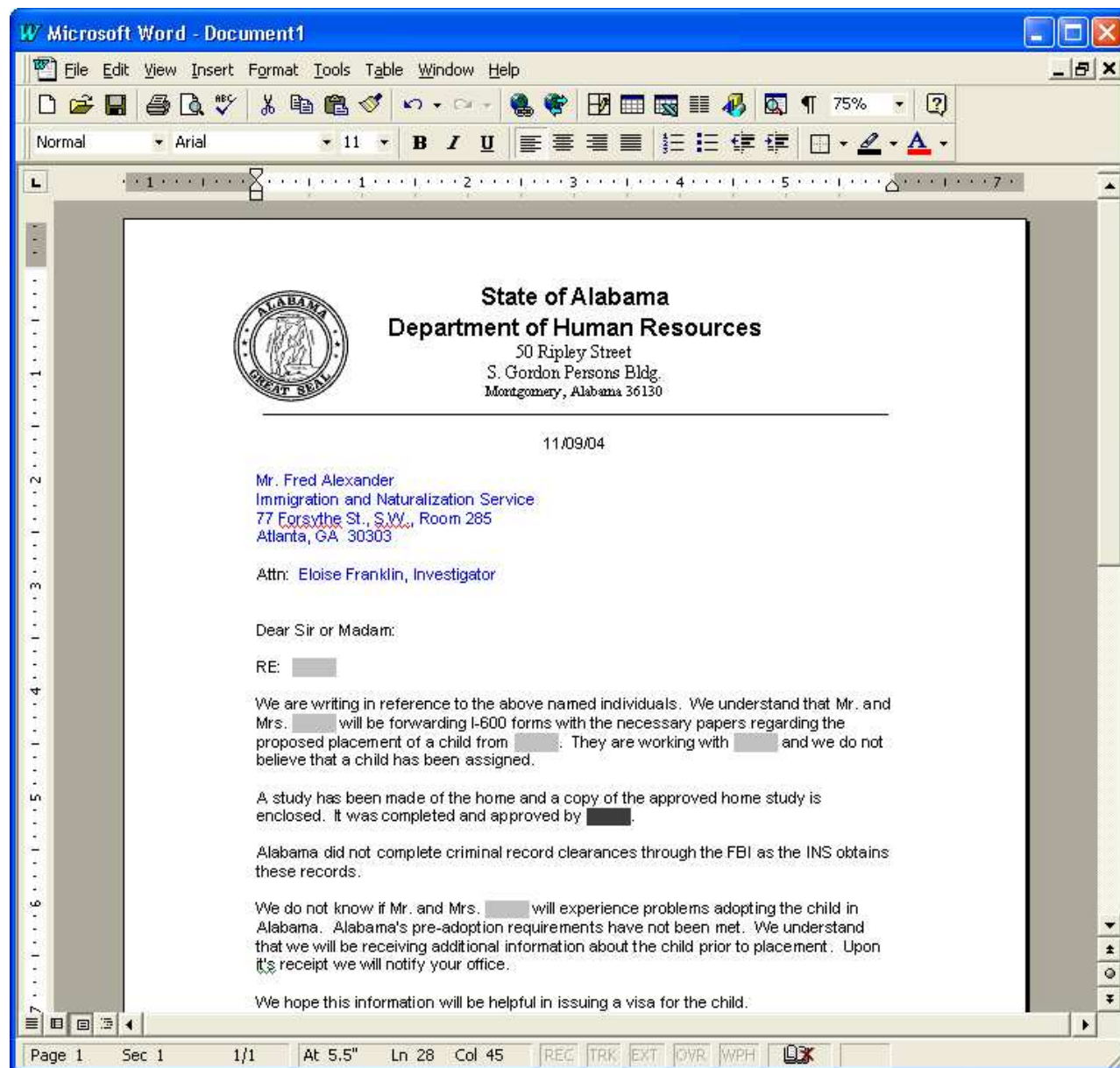
A sample of this letter follows:

INS – Unidentified Resource
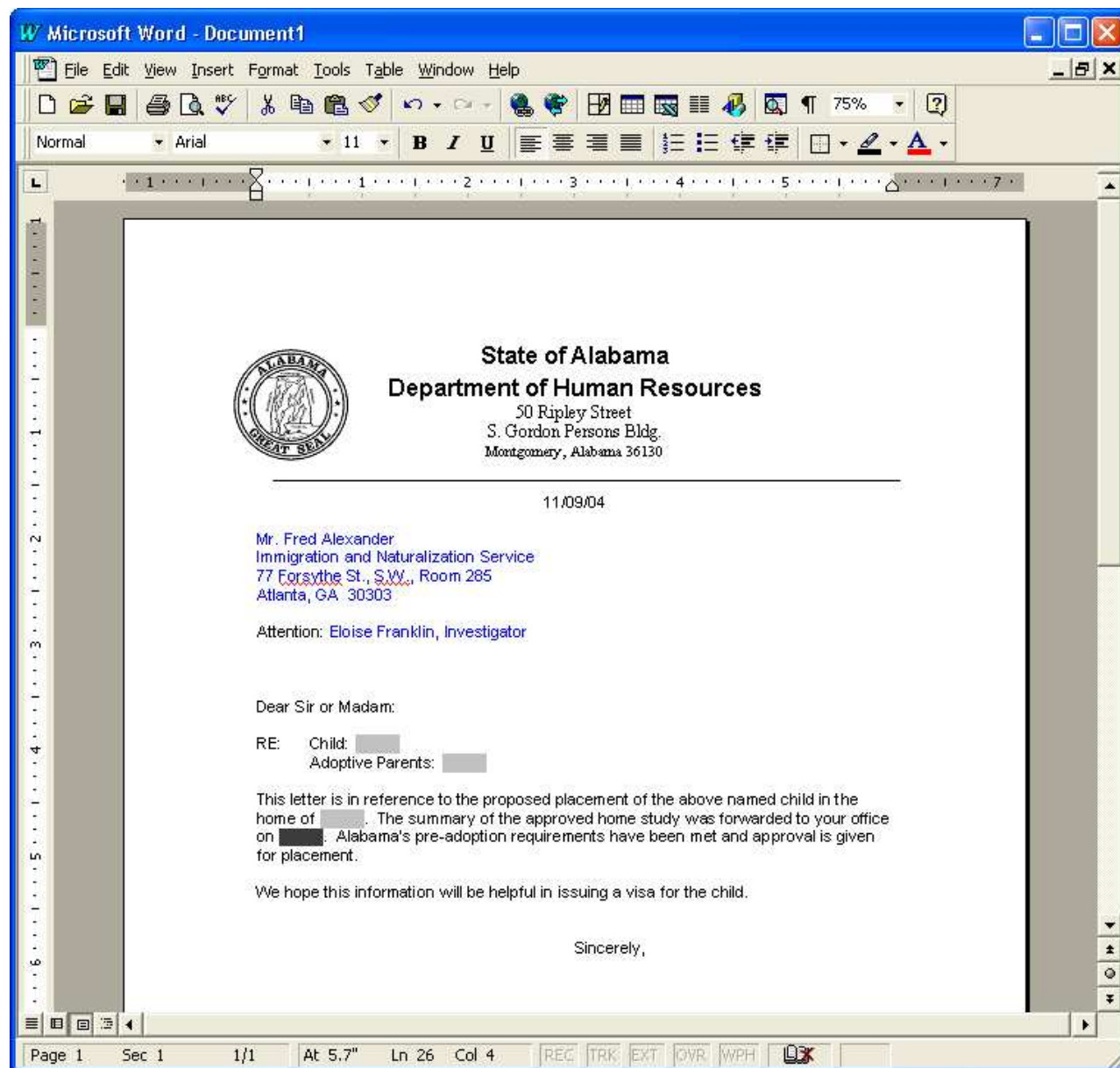
A sample of this letter follows:

Other Country – Unidentified Resource
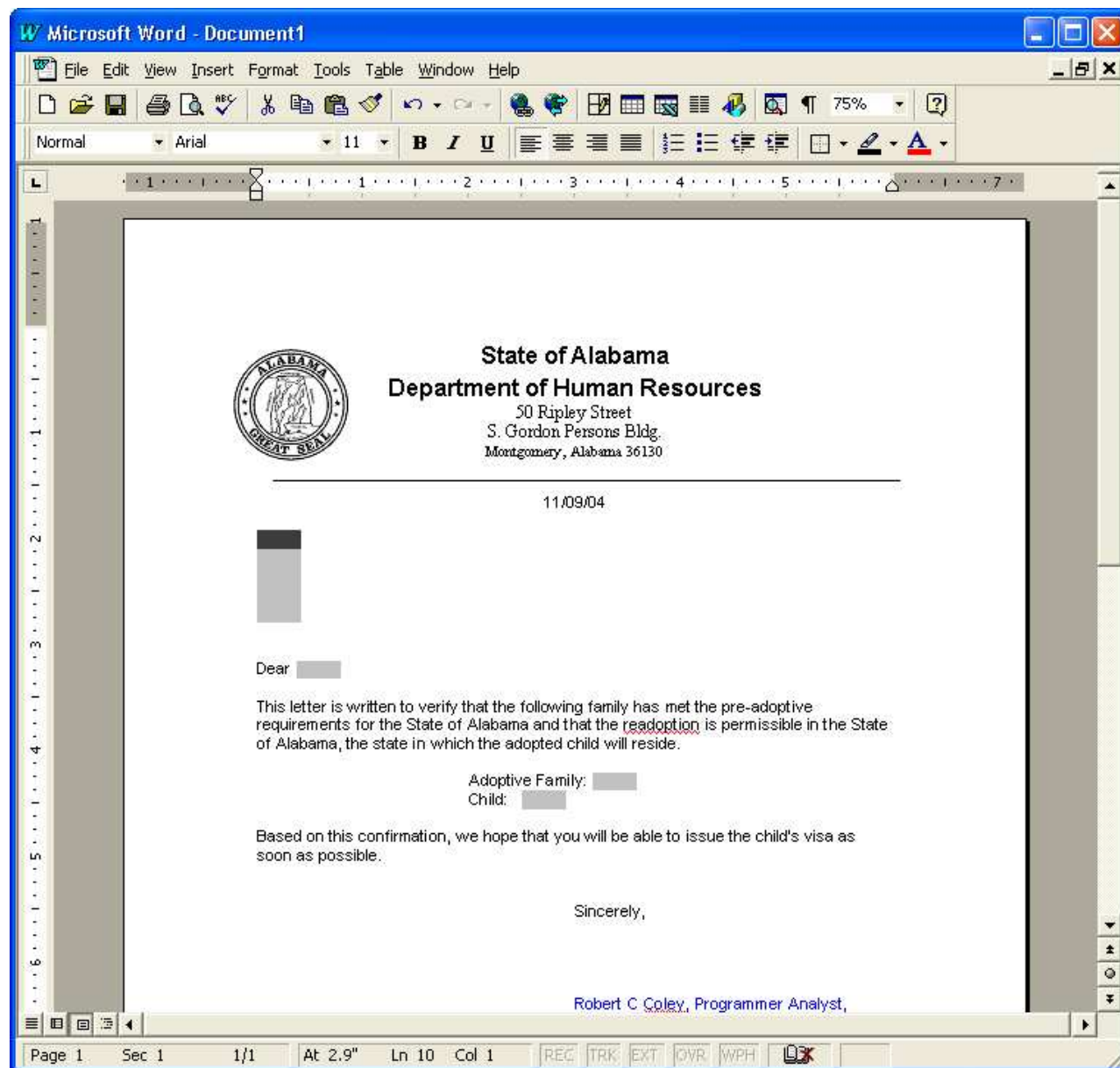
A sample of this letter follows:

INS – Visa Request

A sample of this letter follows:

Other Country – Visa Request

A sample of this letter follows:

Case Logs

This menu option is used to produce case logs.

International Adoption

This form is used to handle international adoptions.

Residential Placement

This form is used to handle residential placements.

Protective Service Alerts

This form is used to handle protective service alerts.

Reports

Form 100C

Form 100C, described above, a quarterly statistical report prepared by a State ICPC Office for the purpose of listing information on placements into another state. A sample of this report follows:

Form 100D

Form 100D is similar to Form 100C except that it lists placements by another state into this state. A Sample of this report follows:

Quarterly Statistical Report:
Placements Into An ICPC

Reporting State
State Of Alabama

ICPC-100D

Begin Date: 7/1/2004
End Date: 9/30/2004

1. Type Of Placement:

	Public Ag	Private Ag	Court	Individual	Other
Parent(s):	0	0	0	0	0
Relative:	0	0	0	0	0
Foster Home:	0	0	0	0	0
Adoptive:	0	0	0	0	0
Group Home:	0	0	0	0	0
Residential:	0	0	0	0	0
Institution (Art. VI):	0	0	0	0	0
Child Care Institution:	0	0	0	0	0
Other:	0	0	0	0	0
Total:	**0**	**0**	**0**	**0**	**0**

2. Sex of Children:

Male	Female	Unknown
0	**0**	**0**

3. Ages of Children:

Under 1	1-5	6-10	11-15	16-18	19-21
0	**0**	**0**	**0**	**0**	**0**

4. Ethnic Group:

W (C)	H (L)	B(AA)	A	AI	P I	Other	Unknown
0	**0**	**0**	**0**	**0**	**0**	**0**	**0**

5. Days to process the ICPC:

0-30	31-60	61-90	Over 90
0	**0**	**0**	**0**

6. Unaccompanied refugee minor:

0

7. Adoption assistance/subsidy:

0

8. Retroactive Compliance during Qtr:

0

9. Total number of agreements into your state terminated:

Adoption Finalized:	0
Child reached age of majority/legal	0
Custody returned to parents (with concurrence):	0
Custody given to relatives (with concurrence):	0

Pages: 1

Current Open Alerts (Dept)

This produces an ICPC Case Tracking Overdue Alert Report for all case workers in the department. These alerts are grouped by case worker. The following is a sample of this report:

Daily Alerts Report

This produces an ICPC Case Tracking Overdue Alert Report for all the currently signed on case worker. The following is a sample of this report:

Help

This feature is not yet implemented.

Managerial Functions

The ICPC system has several features available only to workers who are identified as Managers or Administrators.